

DEVELOPMENT SUBMITTAL FORM

Carteret County Department of Planning and Development

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All fees must accompany this form and checklist

PROPERTY or DEVELOPMENT NAME: _____

ADDRESS and PIN(s): _____

APPLICANT: _____

OWNER(S): _____

ADDRESS: _____

ADDRESS: _____

PHONE # _____

PHONE # _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

Signature of Applicant/Agent: _____ **Date:** _____

PLEASE CHECKMARK ALL APPLICABLE ITEMS

SUBMITTING FOR: ☐ In-house review ☐ TRC* ☐ PC ☐ ZBoA ☐ Other _____

* TRC meetings are held in the Planning Department's 2nd floor Conference Room. If you need special accommodations, please let us know.

SUBDIVISIONS: Acres _____ Lots _____

☐ **Exemption to the Subdivision Regulations**

☐ **Lot Split** ☐ Completed and signed copies of Appendices A and B

☐ **Alternative Access Subdivision** ☐ Mylar + dxf or dwg file

☐ Completed and signed copies of Appendices A and B

☐ Access Easement ☐ Family Subdivision

☐ Private Lane ☐ Flag Lot

☐ **Sketch Plan** ☐ Completed and signed copy of Appendix A

☐ Minor Subdivision

☐ Major Subdivision ☐ Paper + pdf or jpeg

☐ Planned Conservation Development ☐ Paper + pdf or jpeg

☐ **Preliminary Plat**

☐ Completed and signed copies of Appendices A and B

☐ Minor Subdivision

☐ Major Subdivision ☐ Paper + pdf or jpeg

☐ Planned Conservation Development ☐ Paper + pdf or jpeg

☐ Preliminary Plat Approval Extension

☐ **Final Plat** ☐ Mylar + dxf or dwg file

☐ Performance Guarantee Processing

☐ Performance Guarantee Extension

☐ Final Plat Approval Extension

☐ Recreation Fee (Amount \$ _____ and District # _____)

ALL OTHER PLANNING AND ZONING MATTERS

☐ **ABC Permit Zoning Review**

☐ **Airport Height Limits Permit:** Proposed height = _____

☐ **Appeal of an Administrative Decision**

☐ **Communication Tower:** Height = _____

☐ Exemption ☐ Consultant Fees

☐ Tower

☐ Co-Location

☐ Performance & Removal Surety Processing

☐ Temporary Use ☐ Meteorological Tower

☐ **Conditional Use Rezoning:** District _____ Use _____

☐ **Group Housing Development:** Acres _____ Units _____

☐ Preliminary Plan ☐ Paper + pdf or jpeg

☐ Final Plan and Permit

☐ Final Plan Amendment or Revision

☐ **MH Park or RV Park Preliminary Plan:** Spaces _____

☐ Preliminary Plan ☐ Paper + pdf or jpeg

☐ Preliminary Plan Approval Extension

☐ Final Plan and Permit

☐ Final Plan Amendment or Revision

☐ Triennial Park Inspection

☐ **Ordinance Interpretation**

☐ **Planned Unit Development:** Acres _____ Units _____

☐ Regular ☐ Paper + pdf or jpeg

☐ Flexible ☐ Paper + pdf or jpeg

☐ **Rezoning from** _____ **to** _____

☐ **Road Abandonment**

☐ **Road Addition**

☐ **Sign Permit:** Square Feet _____

☐ **Special Use Permit for** _____

☐ **Text Amendment**

☐ **Variance**

☐ **Wind Energy Facility:** kW _____ Height _____

☐ Temporary Pole or Tower ☐ Small System

☐ Large System ☐ Utility-scale

☐ Performance & Removal Surety Processing

☐ **Other:** _____

Staff Use Only:

Amount Paid: _____ Date Rec'd: _____

Rec'd by: _____